

# LAPTOP ASSISTANT CHECK LIST



CHECK LIST	TIME	TASK
	HR 7:30-7:45	Check the laptop schedule in the computer loft, then circle your name.
	Beginning of Period	Report to the assigned classroom <b>promptly</b> at the beginning of the period.
	During Period	<b>BEFORE</b> distributing laptops, check that all laptops are in the cart.
	During Period	Distribute laptops.
	During Period	Fill out the <b>Laptop Sign-out Sheet</b> and have each student sign for his/her laptop.
	During Period	Assist teacher and students with logging on.
	During Period	Perform any tasks required by the classroom teacher.
	During Period	Fill out a <b>Technology Problem Report</b> for any problem(s) with the laptop or if the PRINTER needs INK. <i>Leave form on Cart</i>
	End of Period	Laptops are to be turned off, collected, and plugged into the laptop cart.
	End of Period	<b>CHECK</b> that <b>ALL</b> laptops are back in the cart.!!!
	End of Period	Clipboard with sign-out sheets and any technology problem forms are on the cart.
	End of Period	<b>Time Card</b> signed by classroom teacher.
	BLOCK F	Return the laptop cart (s) to the <b>MAIN OFFICE</b> <ul style="list-style-type: none"> <li>▪ Unplug cord leaving <b>POWER STRIP</b> with the cart</li> <li>▪ <b>LOCK</b> each <b>CART</b> with the lock!</li> </ul>

## Remember.....

- **You are to assist the classroom teacher.**
- **If you use a laptop, it must be for school related activities.**
- **Behave professional and appropriate at all times.**
- **Do not create any disruptions in the classroom.**